

# Child Safeguarding Policy

## 1. Introduction

All activities at Redlands (“the School”) that involve children, young persons and students must be conducted in accordance with the principles and requirements outlined in this policy. Although this policy is focused on the safeguarding and protection of students, it also covers the reporting obligations applicable to School employees in relation to children and young people who are not students.

## 2. Purpose

The School seeks to provide a safe, supportive and inclusive environment where its students feel they belong and can thrive. This policy expands on the School’s Statement of Commitment to Child Safeguarding regarding the safety, protection and wellbeing of students. It supports the *Redlands Child Safeguarding Framework* to ensure a child safe culture and practice at the School and sets out the School’s approach to protecting students from all forms of abuse and exploitation.

## 3. Scope

This policy applies to employees, Directors of the Redlands Board, volunteers and contractors of the School.

## 4. Definitions

Unless a contrary intention appears in this policy, a word or an expression in this policy has the same meaning as in the *Children’s Guardian Act 2019* (NSW).

In this policy, the following words and expressions have the meanings indicated unless the context requires otherwise:

<b>Abuse</b>	Includes physical abuse, psychological abuse, harassment, sexual assault, sexual harassment, ill-treatment and neglect.
<b>Bullying</b>	Means repeated intimidation, over time, of a physical, verbal or psychological nature of a less powerful person by a more powerful person or groups of persons. Bullying is generally deliberate and planned but may also be a result of thoughtlessness.
<b>Child abuse material</b>	Has the same meaning as in Schedule 1 of the <i>Criminal Code Act 1995</i> (Cth) which includes: <ul style="list-style-type: none"> <li>(a) material that depicts or describes a person who: <ul style="list-style-type: none"> <li>(i) is, or appears to be, under 18 years of age; and</li> <li>(ii) is, or appears to be, a victim of torture, cruelty or physical abuse;</li> </ul> and does this in a way that reasonable persons would regard as being, in all the circumstances, offensive; or </li> <li>(b) material that depicts or describes a person who is, or appears to be, under 18 years of age and who:</li> </ul>

	<p>(i) is engaged in, or appears to be engaged in, a sexual pose or sexual activity (whether or not in the presence of other persons); or</p> <p>(ii) is in the presence of a person who is engaged in, or appears to be engaged in, a sexual pose or sexual activity; and does this in a way that reasonable persons would regard as being, in all the circumstances, offensive; or</p> <p>(c) material that describes:</p> <p>(i) a sexual organ or the anal region of a person who is, or is implied to be, under 18 years of age; or</p> <p>(ii) the breasts of a female person who is, or is implied to be, under 18 years of age; and does this in a way that reasonable persons would regard as being, in all the circumstances, offensive.</p>
<b>Child or children</b>	Means a person under the age of 16 as defined in the <i>Children and Young Persons (Care and Protection) Act 1998 (NSW)</i> .
<b>Child-related work</b>	Has the same meaning as set out in section 6 of the <i>Child Protection (Working with Children) Act 2012 (NSW)</i> and includes the work done by employees and volunteers that involves direct contact by them with a child or young person and that contact is a usual part of and more than incidental to their work.
<b>Code of Conduct</b>	Means the following Redlands Codes of Conduct: <ul style="list-style-type: none"> <li>▪ <i>Contractor Code of Conduct</i></li> <li>▪ <i>Employee Code of Conduct</i></li> <li>▪ <i>Redlands Community Code of Conduct</i></li> </ul>
<b>Contractor</b>	Means a person or firm (and includes any sub-contractor) that undertakes a contract to provide materials or labour to perform a service or do a job and is not an Employee.
<b>DCJ</b>	Department of Communities and Justice.
<b>Employee</b>	Means all employees of Redlands, including permanent, fixed term and casual employees, and part-time and full-time employees.
<b>Exploitation</b>	Means any of the following: <ol style="list-style-type: none"> <li>a) Committing or coercing another person to commit an act or acts of abuse against a student, child or young person</li> <li>b) Possessing, controlling, producing, distributing, obtaining or transmitting child abuse material</li> <li>c) Committing, or coercing another person to commit, an act or acts of grooming</li> <li>d) Using a student, child or young person for profit, forced labour, sexual gratification, or some other personal or financial advantage.</li> </ol>

<b>Grooming</b>	Means behaviour that makes it easier for a person to procure a student, child or young person for sexual activity. For example, a person might build a relationship of trust with a student, child or young person or their family, and then seek to sexualise that relationship (for example, by encouraging romantic feelings or exposing the student, child or young person to sexual concepts through child abuse material).
<b>Harassment</b>	Includes bullying and sexual harassment and may involve: <ul style="list-style-type: none"> <li>i. physical, verbal or psychological behaviour which makes another person feel embarrassed, offended, upset, devalued, degraded, afraid, frustrated or angry</li> <li>ii. insulting, demeaning, humiliating, offensive, culturally inappropriate, vilifying or intimidatory behaviour or behaviour which incites hatred of others</li> <li>iii. behaviour which is unwelcome, unreciprocated, uninvited and usually repeated.</li> </ul> <p>Harassment may be based on misunderstanding or be a deliberate act based on a subjective perspective.</p>
<b>OCG</b>	Office of the Children’s Guardian.
<b>School activity</b>	Any activity engaged in by or on behalf of the School in the exercise of the functions of the School.
<b>Sexual harassment</b>	Means a sexual advance or a request for sexual favours to a person (the person harassed) or other conduct of a sexual nature in relation to the person harassed. In this definition, <b>conduct of a sexual nature</b> includes making a statement of a sexual nature to a person, or in the presence of a person, whether the statement is made orally or in writing.
<b>Student</b>	A person enrolled as a student at the School.
<b>WWCC</b>	Working with Children Check.
<b>Young person</b>	Means a person who is aged 16 years or above but who is under the age of 18 years as defined in the <i>Children and Young Persons (Care and Protection) Act 1998</i> (NSW).

## 5. Statement of Commitment to Child Safeguarding

The following Statement of Commitment to Child Safeguarding is published on the Redlands website:

At Redlands, we are committed to sustaining safe, inclusive environments where young people feel they belong and can thrive. Child safety and wellbeing are central to all that we do at Redlands. Our School Values anchor our decisions, empowering us to confidently act in the best interests of our students.

Our governance, people and practices work together to enable their safety and wellbeing. Students, parents and staff at Redlands are informed, supported and encouraged to speak up, knowing they will be heard and taken seriously. We have dedicated specialists who are responsible for assisting our students,

staff and the wider School community on safeguarding matters. They can be contacted at [safeguarding@redlands.nsw.edu.au](mailto:safeguarding@redlands.nsw.edu.au).

The Redlands Board and Executive Team endorse and champion this statement.

## 6. Principles

- 6.1 The best interests of the student are the paramount consideration in the operation of this policy.
- 6.2 Students, children and young persons are always to be treated with respect, and all individuals participating in a School activity involving students, children or young persons are to adhere to the standards of behaviour set out in this policy and the relevant Codes of Conduct.
- 6.3 Abuse of students, children or young persons and exploitation by those to whom this policy applies is completely unacceptable to the School.
- 6.4 The School seeks to mitigate and reduce the risks of harm to its students by undertaking risk assessments, training and screening measures for any activity that involves individuals in child-related work or potential contact with students.
- 6.5 The School takes reasonable steps to prevent persons from contacting or working with students if they pose an unacceptable risk of harm to students. The School does not knowingly engage, directly or indirectly, any person who poses a risk to its students.
- 6.6 The School investigates all reports concerning allegations of reportable conduct and breaches of this policy as outlined in this policy and in accordance with the *Procedures for Handling Child Safeguarding Matters*.

## 7. Requirements

### Behaviours

- 7.1 The persons to whom this policy applies must comply with the Codes of Conduct applicable to them. A person may be bound by more than one Code of Conduct. Where there is a difference between the Codes that apply, the Code that provides greater protection for a student, child or young person applies.

The persons to whom this policy applies must also:

- a) treat all students, children and young persons with respect
- b) not abuse or exploit a student, child or young person
- c) not directly or indirectly cause or allow a student, child or young person to be abused or exploited
- d) not physically punish or assault a student, child or young person
- e) not use language or behaviour towards students, children or young persons that is harassing, abusive, sexually provocative or suggestive, demeaning or culturally inappropriate.

### Reporting

- 7.2 The persons to whom this policy applies must report to the Deputy Principal by email to [Deputy.Principal@redlands.nsw.edu.au](mailto:Deputy.Principal@redlands.nsw.edu.au) or by email to [safeguarding@redlands.nsw.edu.au](mailto:safeguarding@redlands.nsw.edu.au):
  - a) suspected abuse or exploitation

- b) allegations of reportable conduct
- c) a reportable conviction in relation to an employee
- d) if they have reasonable grounds to suspect that a student, child or young person is at risk of significant harm
- e) if they have grounds to bring information about an offence by a person to whom this policy applies to the attention of a member of the NSW Police Force under sections 316 and 316A of the *Crimes Act 1900* (NSW)
- f) suspected breaches of this policy.

If the Deputy Principal is the subject of a matter to be reported, the report must be made to the Principal by email to [Principal@redlands.nsw.edu.au](mailto:Principal@redlands.nsw.edu.au).

If the Principal is the subject of a matter to be reported, the report must be made to the Chair of the Board by email to [boardchair@redlands.nsw.edu.au](mailto:boardchair@redlands.nsw.edu.au) who must then comply with the obligations under this policy that would otherwise fall upon the Principal or Deputy Principal.

The obligation to report in this section does not replace the mandatory obligation on employees under the *Children and Young Persons (Care and Protection) Act 1998* (NSW) to report to DCJ if they have reasonable grounds to suspect that a child is at risk of significant harm.

### **Investigation and risk assessment**

- 7.3 Once a report has been made pursuant to section 6.2, the Principal or the Deputy Principal must deal with it in accordance with the *Procedures for Handling Child Safeguarding Matters*.

### **Training**

- 7.4 The School is to provide employees, volunteers and contractors with a copy of the policy and the Child Protection Induction training (video) prior to them commencing their employment, engagement or contrary. The employees, volunteers and contractors must:
- a) read the *Child Safeguarding Policy* and sign the declaration that they have read, understood and agree to comply with the policy
  - b) complete annual training either online and / or in person which will be organised by the School.

### **Screening and Background Checking**

- 7.5 The School has implemented a Working with Children Check Procedure. All employees, contractors (including coaches, instructors and tutors) and volunteers must obtain a WWCC clearance from the Office of the Children's Guardian.
- 7.6 If a person seeking to work or volunteer for the School has lived for 12 months or longer outside Australia or is a citizen of another country, the School may undertake additional screening measures to determine the person's suitability for working with children. The School may ask the person to provide such evidence of suitability where appropriate.

## **8. Breach of the policy**

Employees and volunteers who fail to comply with this policy may be in breach of their terms of employment or engagement and, where applicable, this could result in disciplinary action including the termination of their employment or their engagement.

Directors of the Board who fail to comply with this policy may be removed as a director.

Contractors who fail to comply with this policy may have their contract terminated.

## 9. Roles and Responsibilities

The roles and responsibilities for the **governance, people, practice** and **spaces** regarding the School's obligations under the NSW Child Safe Standards are detailed in the *Redlands Child Safeguarding Framework*.

## 10. Related Policies and Documentation

*Statement of Commitment to Child Safeguarding*  
*Redlands Child Safeguarding Framework*  
*Complaints Handling Policy*  
*Student Discipline Policy*  
*Contractor Code of Conduct*  
*Employee Code of Conduct*  
*Junior Campus Student Code of Conduct*  
*Secondary School Student Code of Conduct*  
*Procedures for Handling Child Safeguarding Matters*  
*Working with Children Check Procedure*

## 11. Related Legislation

*Child Protection (Working with Children) Act 2012 (NSW)*  
*Children and Young Persons (Care and Protection) Act 1998 (NSW)*  
*Children's Guardian Act 2019 (NSW)*  
*Crimes Act 1900 (NSW)*

## 12. Policy Review and Evaluation

This policy will be reviewed as part of the School's three-year review cycle or earlier if legislative, regulatory or operational circumstances render it appropriate. This review should evaluate the effectiveness of the policy, ensure that it continually meets current legislative and regulatory compliance, and provides an opportunity for risk management and continuous improvement.

Policy Owner:	Deputy Principal
Policy Authoriser:	Principal
Approval Date:	April 2024
Version:	v1.1
Next Review:	April 2027
Publication:	This document is approved for internal and external publication